

Section 504/Americans with Disabilities Coordinator

Policy

Department of Justice Regulations: Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services, 35.107: (a) *Designation of responsible employee.* A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its non-compliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph. (b) *Complaint procedures.* A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

Authority

Judicial Administration Federal Regulations, Department of Justice, Chapter I, Part 35 – Nondiscrimination on the basis of Disability in State and Local Government Services:

28 CFR 35.107

7 CFR 15.6

Procedures

Local agencies must appoint a coordinator for the Americans with Disabilities Act of 1990 (ADA) and take necessary steps toward compliance with ADA. This includes, but is not limited to:

- Review and revision of personnel policies and practices for compliance
- Revision of job descriptions in terms of essential duties
- Review and revision of agency forms such as employment application forms
- Provision of reasonable accommodations upon request
- Orientation of all supervisors to the tenants of ADA

Note: Agencies may have two Section 504 Americans with Disabilities Coordinators.

Qualifications

The Section 504 Americans with Disabilities Coordinator must have a high school diploma or equivalent.

Responsibilities

- Assist and answer staff questions regarding participants who may be in need of a reasonable accommodation due to a disability. Local agencies must take necessary steps toward compliance with ADA, which includes provision of reasonable accommodations

upon request. More information about reasonable accommodations can be found in the document titled “ADA Update: A Primer for State and Local Governments” which can be found at the following location:

https://www.ada.gov/regs2010/titleII_2010/title_ii_primer.html

- Ensures compliance with the WIC Clinic Access Survey
- Contact individual for questions regarding Title VI of the Civil Rights Act per the Food and Nutrition Service (FNS) Instruction 113-1, including questions about providing reasonable modifications for and ensuring effective communication with persons with disabilities.
- Have familiarity with the policy titled “Participants with Disabilities”.

Training

- The Section 504 Americans with Disabilities Coordinator as well as staff in charge of hiring or training (e.g. WIC Coordinators and Human Resource personnel) must complete ADA training within the first month of hire. The “ADA Update: A Primer for State and Local Governments” should be reviewed for those in need of ADA training. The document can be found at the following location:

https://www.ada.gov/regs2010/titleII_2010/title_ii_primer.html